

Nevada State Board of NURSING

Job Posting: Investigator

Job summary: The investigator position is responsible for investigating complaints as assigned for licensees, certificate holders or imposters regarding potential violations of the Nevada Nurse Practice Act. The investigator reports directly to the director of investigations and discipline. This is a full-time (in-person) Monday-Friday, 8:00 a.m. – 5:00 p.m. position and can be in our Reno or Las Vegas office.

FSLA: Hourly nonexempt position.

Education and experience:

- Five years' experience in nursing, criminal justice or related field required.
- An active Nevada RN license is required.

Travel: Travel may be required.

Essential functions:

- Complete the investigative process for licensees and certificate holder complaints including, but not limited to:
 - Identifying relevant evidence,
 - Drafting legal documents,
 - Interviewing witnesses,
 - Writing investigative reports,
 - Recommending appropriate case disposition,
 - Testifying at hearings as an expert witness.
- Prepare for and attend case review by presenting cases, potential violations, relevant evidence to the investigative team. Research and answer questions and prepare follow-up documents, letters and settlements.
- Complete board preparation including providing evidence to ARC, prepare legal documents, subpoena witnesses, send board notices in accordance with the Nevada Open Meeting law and prepare evidence packets.
- Complete board follow-up including sending correspondence to complainants and respondents, and tracking compliance with board requirements.
- Research current nursing standards/practice and respond and record scope of practice inquiries.
- Record nurse and CNA discipline in the Nursys and NPDB databases.
- Complete ongoing training/education activities and orientation of employees.
- Assist with reviewing policies and procedures related to investigations and discipline.
- Performs other duties as required.

Knowledge, skills and abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent critical thinking, deductive reasoning and problem-solving skills.
- Ability to objectively obtain and analyze information, knowledge and applicability of the nurse practice act including scope of practice and standards of care.
- Knowledgeable in clinical standards of practice (national guidelines) and standards of care (what a reasonable clinician would do under similar circumstances).

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- Ability to work well with others during conversations, projects, meetings or other collaborations.
- Ability to manage change and deal with situations as they arise while maintaining professionalism.
- Knowledge of office administration, clerical procedures, and record keeping systems.
- Proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Knowledge of board policies and ability to understand Nevada statutes and regulations.

Salary and Benefits:

The salary for the investigator position is \$66,000 annually. Board employees currently observe 11 state holidays and are eligible for Paid Time Off benefits. The Board receives no Nevada General Fund monies and exists solely on licensure and certification fees. The position is entitled to receive health and retirement benefits through the State of Nevada Public Employee Benefit Plan and Public Employee Retirement System.

How to apply:

Interested applicants must submit a cover letter describing how the applicant meets the requirements of the position and a resume to: Nevada State Board of Nursing, Attn: Gail Trujillo, 5011 Meadowood Mall Way, #300, Reno, NV, 89502, via fax to: 775-687-7707 or email scanned documents to: gtrujillo@nsbn.state.nv.us.